

NAME \_\_\_\_\_  
DATE \_\_\_\_\_

# Journal Entry

1. Write generally about your experience during this past week

2. What was the most exciting thing you did, learned, or observed?

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3. What relationships are you establishing?

4. How have you had to push yourself?

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5. What have you found frustrating and how do you hope to make your experience a better one during the next week?

6. Describe your workplace environment – physical and social.

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7. What role does technology play in this career?

8. What types of technology do you see around the workplace (be specific about hardware and software), what technological skills do you need to be successful in this field?

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9. Describe a situation at your internship where you have been assertive and stepped outside your comfort zone.

10. Talk to someone in your workplace about confidentiality issues in their business. What kinds of information are considered confidential? What are the consequences for breaches of confidentiality?

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11. Write about what you have been doing, or learning at your internship in the past week.

12. What is this company's mission statement? How well do they live up to that statement of purpose?



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15. Do you use a planner to keep yourself organized? Write about why you do or do not.

16. Do you keep track of how you spend your personal money? Write about why you do or do not. Are you “putting first things first” when it comes to your long-term financial goals?



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17. Write about what you have been doing at your internship in the last few weeks.

18. Write about something you have learned.

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19. What are some of the ethical issues that must be addressed in this business?

20. Have you encountered any specific situations during your internship that required you or others to make decisions about ethics?

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21. Has this internship had any affect on the way you are approaching learning in any of your other classes?

22. In what ways is your attitude toward your internship the same as or different from when you began?

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23. What have you learned about the variety of jobs available in this field that you never knew about before? Are there jobs you have found interesting besides the one you focused on in your internship?

24. Write about what you have been doing at your internship in the past 2 weeks.

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25. What would be a win/win for you and your supervisor or business in regards to this internship? What would be a win for you? What would be a win for them? How can both wins be achieved?

26. Write about a conflict you have seen resolved (or not) in your workplace, or a problem you have seen solved (or not).

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27. Explain why “seeking first to understand, and then to be understood” (good communication skills) is so important in the field where you are interning. How are listening, speaking, reading, and writing used in your business?

28. Write about a relationship where you have recently tried harder to listen first. Did you see any changes in the relationship?

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29. Write about a relationship where you have recently tried harder to express your feelings and opinions rather than keeping them inside. Did you see any changes in the relationship?

30. Write about what you have been doing at your internship for the past 2 weeks.

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31. What is something you don't like about your internship? Who is responsible for the situation?

32. Write about something you have learned about yourself during your internship.